



**OFFICE TECHNICIAN (GENERAL)  
OFFICE TECHNICIAN (TYPING)**  
California Correctional Health Care Services

**OPEN, NON PROMOTIONAL – SPOT EXAMINATION**  
**(This is NOT a Statewide Recruitment)**

**FILING PERIOD: SEPTEMBER 20, 2013 – OCTOBER 3, 2013**

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

**W**e are an Equal Employment  
Opportunity employer to all  
regardless of race, color, creed,  
national origin, ancestry, sex, marital  
status, disability, religious or political  
affiliation, age, or sexual orientation.

**Position Information**

Positions currently exist with the California Correctional Health Care Services at:

- California Correctional Center in Susanville, CA
- High Desert State Prison in Susanville, CA
- Pelican Bay State Prison in Crescent City, CA

**Please only take this examination if you are interested in working at one of the locations listed above.**

**Office Technician (General)**

An Office Technician is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations and policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

**Office Technician (Typing)**

In addition to performing the above-mentioned Office Technician (General) duties, an Office Technician (Typing) typically has typing duties encompass a significant proportion of their work time. Some positions may perform as secretaries to major division chiefs and/or one-person field office assignments.

**Salary and Benefit Information**

Currently, as of July 1, 2013:

Office Technician (General) \$2,638 – \$3,305 per month  
Office Technician (Typing) \$2,686 – \$3,362 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>



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**Office Technician (Typing)**

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**Who Can Apply**

All applicants who meet the education and/or experience requirements as stated below may apply.

**Minimum Qualifications**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

**Office Technician (General)**

**EITHER I**

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant Range B.

**OR II**

**Experience:** Two years of clerical experience. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

**Office Technician (Typing)**

**EITHER I**

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

**OR II**

**Experience:** Two years of experience in typing and clerical work. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

**Special Requirement**

**Office Technician (Typing)**

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.



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**Minimum Qualifications (Continued)**

**Special Personal Characteristic**

A demonstrated interest in assuming increasing responsibility.

**Additional Desirable Qualification**

Education equivalent to completion of the twelfth grade.

**Examination Information**

This examination consists of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**WRITTEN TEST  
WEIGHTED 100%**

**Knowledge of:**

1. Modern office methods, supplies and equipment.
2. Business English and correspondence.
3. Principles of effective training.

**Ability to:**

1. Perform difficult clerical work, including ability to spell correctly.
2. Use good English.
3. Make arithmetical computations.
4. Operate various office machines.
5. Follow oral and written directions.
6. Evaluate situations accurately and take effective action.
7. Read and write English at a level required for successful job performance.
8. Make clear and comprehensive reports and keep difficult records.
9. Meet and deal tactfully with the public.
10. Apply specific laws, rules and office policies and procedures.
11. Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling.
12. Communicate effectively.
13. Provide functional guidance.

**The written examination is anticipated to be held on Saturday, October 19, 2013. Candidates must indicate on their examination application if they want to take the examination in either Crescent City (Del Norte County) or Susanville (Lassen County). Candidates will be notified approximately one week prior to this date with the exact time and location.**



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**How to Apply**

Submit a State Application (Std. Form 678) and Conditions of Employment (Form 631), found on the last page of this bulletin, for this examination.

If you meet the entrance requirements for both classifications, you may file for both examinations on a single application. Indicate on the Std. Form 678 the exam titles for which you are applying.

Submit a State Application (Std. Form 678) and the attached Conditions of Employment (Form 631):

By mail:

California Correctional Health  
Care Services  
Selection Services Section, Bldg D1  
P.O. Box 588500  
Elk Grove, CA 95758

In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

If you have a disability and need special testing arrangements, please contact the CCHCS' Selection Services Section at (916) 691-5894 to make specific arrangements. The State Application can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**Application Deadline/Testing Period**

The filing period for this examination is September 20, 2013 – October 3, 2013. **October 3, 2013** is the final filing date. All applications must be received or postmarked by this date to be considered. Applications not submitted on or before this date will not be accepted for any reason. Applications sent via interoffice mail will not be accepted. All applications must meet the education and/or experience requirements by the written test date. Typically the testing period for this examination is once in a 12-month period; however, eligibles will be required to reapply and retest when the new CalHR examination is administered. Candidates on the existing eligible list will be notified when the existing eligible list is abolished by CalHR.

**Eligible List Information**

Names of successful competitors will be merged onto an existing eligible list in order of final scores, regardless of date. The names will remain on the eligible list for a period of 24 months or until the new CalHR examination is utilized.

**Veterans Points**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points.



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**Career Credits**

State employees who have obtained permanent civil service status with the State of California will have career credits applied to their final passing score.

General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from CalHR at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES  
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NAME \_\_\_\_\_  
PLEASE PRINT

CONDITIONS OF EMPLOYMENT (FORM 631)

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPE(S) OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- ☐ (A) Any
- ☐ (D) Permanent Full-Time
- ☐ (K) Limited-Term Full-Time
- ☐ (R) Permanent Part-Time
- ☐ (R) Intermittent

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK

Please mark the appropriate box(es) of your choice. You will not be offered a job in locations not marked.

- ☐ 1802 California Correctional Center  
Susanville, Lassen County
- ☐ 1805 High Desert State Prison  
Susanville, Lassen County
- ☐ 0802 Pelican Bay State Prison  
Crescent City, Del Norte County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address: CCHCS, Selection Services Section, P.O. Box 588500, D1 Personnel, Elk Grove, CA 95758-4038.